

FACILITIES · CONTRACT AS NEEDED · JD-EMK-25

Facilities Maintenance Technician (Contract)

JD NUMBER	JD-EMK-25
FLSA STATUS	Non-Exempt (Contract — As Needed)
EEO CATEGORY	Craft Workers
REPORTS TO	President & CEO
LOCATION	Emmonak, AK
SUPERVISES	None
DEPARTMENT	FACILITIES — CONTRACT AS NEEDED

POSITION SUMMARY

The Facilities Maintenance Technician (Contract) is the hands-on tradesperson who keeps Emmonak Corporation's buildings, mechanical systems, plumbing, electrical, and grounds in working order. Engagements are scoped on a contract, as-needed basis and may range from routine preventive maintenance to emergency repairs and seasonal weatherization across the Corporation building, Store, Tank Farm support facilities, and asset-rental yard. Reporting note (Aug 2026): Reports directly to the President & CEO while the Facilities Manager (Contract) position remains vacant. Once filled, reporting will transfer to the Facilities Manager (Contract).

ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform routine preventive maintenance on corporation buildings: HVAC, water systems, electrical panels, lighting, doors, windows.
- Respond to facility maintenance work orders (corrective repairs, leaks, electrical faults, mechanical failures).
- Conduct seasonal weatherization: heat-tape inspection, insulation, freeze-protection, snow-load and roof checks.
- Operate and maintain shop tools and small equipment (snow machines, ATVs, generators).
- Maintain accurate maintenance records including parts used, hours, and follow-up needs.
- Support contractor work on site (escort, access control, verification).
- Maintain clean, safe work areas and store hazardous materials per OSHA/EPA requirements.

REQUIRED QUALIFICATIONS

- High school diploma or GED.
- Three (3) or more years of building maintenance or skilled-trade experience.
- Working knowledge of basic electrical, plumbing, and mechanical systems.

- Ability to read schematics, blueprints, and equipment manuals.
- Valid Alaska driver's license.
- Ability to work outdoors in extreme cold.

PREFERRED QUALIFICATIONS

- Alaska Native descent — Emmonak shareholders strongly encouraged to apply.
- Trade certifications in electrical, plumbing, or HVAC.
- Prior experience in remote Alaska facilities maintenance.
- Small-engine repair experience.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Engagement is contingent on the satisfactory completion of a pre-engagement background check and drug screening. Continued engagement is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy. Contractor candidates must consent to these screenings as part of the engagement process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Physically demanding. Must be able to lift up to 75 lbs, climb ladders, work overhead, kneel and crawl, and work in confined spaces and extreme cold. PPE required.
Work environment	Engaged on a contract, as-needed basis. Work performed on-site at the Emmonak, AK corporate facilities.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for engagement without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law.

Emmonak Corporation is an Alaska Native-owned 8(a)-pursuit firm and a Buy Indian Act-qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

EMPLOYEE ACKNOWLEDGMENT

SUPERVISOR APPROVAL

Signature	Signature
Printed name	Printed name
Date	Date